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A Manual of Rules regulating access to Archives in India and Europe.

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(Compiled on the recommendation of the Indian Historical Records Commission.)

00108833

Imperial Record Department
Government of India,
New Delhi.

Printed by Manager, Government of India Press, Calcutta
1940

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PREFACE.

The present manual has been compiled in pursuance of a resolution passed by the Indian Historical Records Commission at their sixteenth session held at Calcutta in December 1939. The need of such a compilation, where the rules regulating access and admission to the various provincial and state archives in India will be available within a short compass for ready reference, has long been felt. Research students in India have often to apply for transcript or photographic reproductions of records preserved in England and other countries in Europe. Relevant extracts from the International Guide to Archives compiled by the League of Nations have been included in the present manual for their benefit. Since the compilation of this manual was undertaken many countries in Europe have ceased to be independent entities but the rules regulating access to their archives in normal times have not been omitted in the hope that they may prove interesting, if not useful, in future. The compiler will deem his labours amply rewarded if this manual is of any use to research students in India.

S. N. SEN,

Keeper of the Records of the Government of India.

IMPERIAL RECORD DEPARTMENT,

New Delhi, the 18th September 1940.

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IMPERIAL RECORD DEPARTMENT.

Rules regulating Historical Researches among the records in the custody of the Imperial Record Department.

1. These rules may be called the Imperial Record Department (Historical Research) Rules. They shall govern access to all records in the custody of the Imperial Record Department, including those of the Crown Representative, but the privilege of inspecting any records personally (by the research student) will be limited to the records of the period from the earliest time down to the year 1880.

2. For the purposes of these rules—

(1) The Keeper means the Keeper of the Records of the Government of India.

(2) A *bonâ fide* research student is a person who falls within any one of the following categories:—

(i) All Ordinary and Corresponding members of the Indian Historical Records Commission.

(ii) Professors and Readers of a recognised University in India.

(iii) Post-Graduate research workers of a recognised University, who must satisfy the Keeper as to their *bonâ fides* by producing a certificate from the Vice-Chancellor or the appropriate professor of their University and any further evidence that the Keeper may consider necessary.

(iv) Any Government official accepted by the Keeper as a research student, when the work is undertaken with the approval of the Head of Department of the applicant.

(v) Any other person accepted by Departments concerned as research students on the joint recommendation of the Keeper and the Educational Commissioner with the Government of India.

3. (*a*) All applications under these rules, other than those from representatives or subjects of Indian States, for inspection of or information from records should be addressed to the Keeper.

(*b*) All applications from representatives or subjects of Indian States should be submitted through the local Political Officer concerned to the Political Department.

(*c*) Research students from Indian States must produce credentials from the local Political Officer concerned about their *bonâ fides*.

(*d*) Applicants who are aliens must produce introductions from His Britannic Majesty's Diplomatic or Consular Representatives in their countries of origin to satisfy the External Affairs Department that they are genuine research students.

4. A *bonâ fide* research student may, at the discretion of the Keeper, be allowed to examine the records personally in the Research Room, and each case will be considered on its merits on receipt of an application in the form prescribed in Appendix I.

5. The Keeper may, at his discretion, supply such information as he considers unexceptionable, to persons applying for information from the records, on payment of the prescribed fees (*vide* Appendix II), subject to the following conditions:—

(i) No information from the records of the Political Department and/or the External Affairs Department shall be supplied to any person who is not a *bonâ fide* research scholar, until the material to be supplied has been examined and passed by the Political Department and/or the External Affairs Department as the case may be.

(ii) No information shall be supplied to any person who is a representative or subject of an Indian State, until the material to be supplied has been examined and passed by the Political Department.

(iii) *Bonâ fide* research students will not be required to pay the examination fee mentioned in Appendix II.

6. (*a*) Admission to the Research Room will be regulated by tickets. An admission ticket will hold good only for the period for which it has been issued, but may be renewed at the expiry of that period, at the discretion of the Keeper.

(*b*) Records may be inspected only within the Research Room and in the presence of a member of the supervisory staff. Copies or extracts from records shall not be taken out of the office building, nor shall any use be made of any information from the records without the written permission of the Keeper.

(*c*) The Research Room will be open to all research students permitted to inspect records on every day, except Sundays and other closed holidays observed by the Imperial Record Department. The hours of admission and attendance

will be from 10-30 A.M. to 4-30 P.M. except on Saturday when they will be from 10-30 A.M. to 2-0 P.M. On a written request from a research student, the Research Room may be kept open on holidays for him on payment of Rs. 4 per diem. All suggestions and complaints in regard to the administration of the Research Room should be made in writing to the Superintendent of the Imperial Record Department.

7. (*a*) All extracts taken from the records must be submitted *daily* through the Superintendent to the Keeper, with a list of the documents from which excerpts have been taken in the prescribed form (*vide* Appendix III). The research students will be solely responsible for the accuracy and authenticity of the excerpts taken from the records. The excerpts will be certified as true copies only when the fees for comparing are paid at the prescribed rate (*vide* Appendix II). Such of them as the Keeper considers unobjectionable, will be released. If, however, any research student feels that the decision of the Keeper is not reasonable he may apply to the Department concerned through the Keeper for the release of such extracts as the Keeper may have withheld provided that he pays in advance fees for typing and examination at the prescribed rate (*vide* Appendix II).

(*b*) No note or transcription shall be removed from the Research Room without the express permission of the Keeper.

8. Records and documents which are of exceptional value or are unwieldy or fragile shall be examined on such conditions as the Keeper may impose. No student shall be entitled to examine records which have been labelled "unfit for production".

9. Silence shall be maintained in the Research Room. Smoking there will be strictly prohibited, and no person may chew *pan* or other like substance while working in the Research Room, nor may he place any articles of food on tables meant for keeping records, documents or other papers.

10. No student shall have more than five documents and two volumes at a time, except by the special permission of the Superintendent. No volume or papers shall be delivered to a student until he has submitted to the Research Room Assistant a duly signed requisition in the form provided for this purpose by the Imperial Record Department. He should return the records, when no longer required, to the Research Room Assistant and get back his requisition slips. A student shall be held responsible for the records issued to him so long as his requisition slip remains with the officials of the Imperial Record Department.

11. (*a*) Records and documents shall not be removed from the Research Room on any account. Books or other articles belonging to the Imperial Record Department shall not be removed from the office building without the specific permission of the Superintendent.

(*b*) Research students shall take every care of records in their possession and shall not damage them in any way.

(*c*) Large folio volumes shall be placed on book-rests and handled as little as possible.

(*d*) No one shall lean on any of the documents, or put one document on top of another or place upon them the paper on which he is writing.

(*e*) No mark of any description shall be made on any record.

(*f*) To avoid ink being spilt on records, the use of an inkstand will not be allowed. If the volumes or documents can be placed on book-rests a fountain pen may be used for the purpose of taking notes or extracts; in all other cases notes or extracts shall be taken in pencil. A research student may use his own typewriter in taking notes from records if others working in the Research Room do not take any exception.

12. (*a*) All copies, extracts and notes should be made in a legible manner. In cases where they are difficult to read, the Keeper will get them typed for his own inspection at the cost of the research student concerned, and his decision in such cases shall be final.

(*b*) No photographic reproduction or tracing of records shall be made by any research student without the written permission of the Keeper.

13. Any research student who uses the documents released by the Imperial Record Department for purposes of historical research and publishes works based on those records shall deposit in the Imperial Record Department one copy of each work free of charge immediately after publication.

14. The concession of personal inspection of records in the Research Room may at the discretion of the Keeper, be withheld for any sufficient reason, such as—

Wilful breach of any of the foregoing rules, persistent disregard of Officer's authority, damage of any sort to any record or article belonging to the Imperial Record Department, conduct, language, habit, unseemly dress or any other matter offensive, or likely to be offensive to the members of the staff or to others using the Research Room,

APPENDIX I.

(Form of application for admission to the Research Room in the Imperial Record Department.)

To

THE KEEPER OF THE RECORDS* OF THE GOVERNMENT OF INDIA,
New Delhi.

Sir,

I beg to apply for a ticket of admission to the Research Room of the Imperial Record Department for inspection of records. I promise to comply with the rules and conditions in force there.

1. Name.....
2. Title.....
3. Designation.....
4. Profession.....
5. Domicile.....
6. Subject of search.....
7. Period for which admission is sought for.....
8. Recommended by†.....
9. Signature and Date.....
10. Address.....

Particulars of records to be consulted.

	Department.	Period.	Remarks.
1.			
2.			
3.			
4.			

* All applications from representatives or subjects of Indian States shall be submitted through the local Political Officer and the Political Department.

† Not necessary in case of members of the Indian Historical Records Commission and Professors or Readers of recognised Universities.

APPENDIX II.

TABLE OF FEES.

(The charges detailed below are cumulative and not alternative.)

1. *Search fee*—

   (*a*) Index for a year at As. 8.

   (*b*) Specified document at As. 8 each.

2. *Transcription fee*—

   (*a*) Transcription covering a foolscap sheet in double spacing at As. 4 each sheet.

   (*b*) Comparison of typescripts with originals at As. 2 each foolscap sheet.

   (*c*) Duplicate and triplicate copies at As. 3 each sheet.

3. *Examination fee*—

   Scrutiny of each batch of 10 pages of typescript Rs. 2.

APPENDIX III.

Detailed list of excerpts taken from records by.....

Date and number of consultation.	Particulars of the excerpts.	Remarks.

MADRAS.

Secretariat Records.

1. The Madras Record Office is open daily except on Sundays and other holidays, a list of which shall be put up in the visitors' room.

2. The hours of admission shall be from 11 A.M. to 4-30 P.M.

3. Persons wishing to examine the records should apply in writing to the Curator, Madras Record Office, stating their office, profession, titles or other qualifications and the object with which they wish to examine them.

4. All applications should be disposed of by the Curator in accordance with the rules drawn up from time to time by the departments to which the records belong. In the case of records belonging to the Revenue and Irrigation Departments after 1800 and other departments after 1856 the Curator should refer to Government.

5. Government reserve to themselves the right to refuse or to modify any application, as they consider necessary.

6. Permission to inspect the records shall remain valid only for two months from the date on which it is granted. If the permission is not availed of or if the inspection of records is not completed within this period, a further application shall be necessary for permission to inspect or continue to inspect the records as the case may be. All applications made under this rule shall be disposed of by the Curator, Madras Record Office, unless he thinks it necessary to refer any particular case to Government.

7. Inspection is allowed only in the Madras Record Office itself, and in the presence of a member of the supervisory staff. In any particular case the Curator may impose such further conditions as he deems necessary to ensure the preservation and proper treatment of records.

8. Copies or extracts from the records shall not be taken out of the office building nor shall any use be made of the information gained from the records without the permission of the Curator, who may, if necessary, refer the matter to Government.

9. All copies, extracts and notes must be made in a legible manner for the Curator's inspection. Where they are not legible, the Curator may get them typed at the cost of the person concerned.

10. Persons not wishing or being unable themselves to examine the records shall apply to the Curator, who will, if possible, arrange for the search to be undertaken, at the cost of the applicant, either by the assistants of the Madras Record Office, or by some other reliable person.

11. Typed copies of documents may be obtained from the Record Office with the sanction of the Curator on payment at the rate of 3 annas for every 175 words.

12. A separate slip shall be clearly written and signed by every person for each paper or volume he requires before any record can be produced. The slip is returned to him when he again hands over the records.

13. No person may have more than five single documents or two volumes out at a time. Documents in a fragile condition shall be handed over singly or subject to such conditions as the Curator may deem necessary for their safety.

14. Big folio volumes are to be placed on book-rests and handled as little as possible.

15. No person may lean on any of the documents or put one on top of another or place upon them the paper on which he is writing.

16. No sort of mark with pen, pencil or otherwise, may be made on any record.

17. With a view to prevent ink being spilt on records the use of an inkstand shall not be allowed. If the volumes or documents can be placed on book-rests a fountain pen may be used for the purpose of taking notes or extracts; in all other cases notes or extracts shall be taken in pencil.

18. Tracings of signatures and drawings may be made only with the permission of the Curator and subject to such conditions as he may impose. Permission shall not be given if it appears to the Curator that the process of tracing is likely to damage the document.

19. Any person who uses the records for purposes of historical research and publishes works based on those records is required to deposit one copy of his work as soon as published, in the Madras Record Office.

20. No person may chew *pan* or other like substance while working in the Record Office, nor may he place any articles of food on tables meant to be used for keeping the records, documents or other papers.

21. Smoking is strictly prohibited in the Record Rooms.

Mixed Records relating to British India and Indian States.

1. Records relating to Indian States preserved in the Madras Record office fall under the following two categories:—

Category (*a*).—Records concerning both Indian States and British India which cannot be split up.

Category (*b*).—Old records of the Company period relating solely to Indian States which are bound together with other records relating to British India in volumes and cannot therefore be separated.

2. With the concurrence of His Excellency the Crown Representative the Government of Madras are pleased to issue the following rules to govern access to the records described in paragraph 1 above:—

(i) Applications for access to the records in both the categories, whether from officials or students of research received by the Curator, Madras Record office, shall be forwarded with his remarks to the Chief Secretary to the Government of Madras in the Public (Political) Department.

(ii) Under the powers delegated by His Excellency the Crown Representative, the Chief Secretary to the Government of Madras is authorized to permit access to records in category (*a*). Applications for access to the records in category (*b*) will be referred by him to His Excellency the Crown Representative for sanction.

(iii) Records in either of the categories shall not ordinarily be sent out in original for reference. Copies of such records authenticated by the Curator, Madras Record office, shall be deemed valid for all purposes. Special reasons should be adduced for requisitions for originals of the records. The decision whether such records should be sent out in original or not, with due regard to the state of their preservation, shall rest with the Chief Secretary to the Government of Madras.

(iv) In cases where access to records in category (*b*) has been permitted to students of research, the Curator, Madras Record office, shall collect the notes taken by those students and submit them together with particulars of those students to the Chief Secretary, who will forward them to His Excellency the Crown Representative for examination and approval before such notes are released.

BOMBAY.

1. The rules printed in Government Notification, Political Department, No. 6215, dated the 5th April 1929, governing the access by private persons to Government records shall apply *mutatis mutandis* in respect of applications from private persons for access to mixed records relating to Indian States and British India which have been deposited in the Record Office.

2. Whenever any records of the nature referred to in Rule 1 are required out of the Record Office by any Department or office of the Government of Bombay an application should be made on a printed form through the Chief Secretary to Government, Political and Reforms Department, specifying the document required. The application should be signed by an officer not below the rank of Assistant Secretary and shall be further countersigned by the Chief Secretary or by an officer of his department authorized by him in this behalf before it is forwarded to the Record Office for compliance. In the case of the Chief Secretary's Department, such application shall be signed by the Chief Secretary or by an officer of his department authorised as aforesaid. An application which is not made in accordance with this rule shall not be attended to by the Record Office.

3. A book shall be kept by the Record Office showing each requisition received by it for access to the mixed records, whether from a private person or from a department or office of Government, the date of such requisition, the person, department or office from whom it was received and the particulars of the record required.

Accompaniments to Government Notification, Political and Reforms Department, No. 762/34-II, dated the 18th August 1937.

(a) *Government Notification, Political Department, No. 6215, dated the 5th April 1929.*—The following rules are published in supersession of those promulgated in Separate Department Press Note No. 252, dated the 18th May 1920:—

Rules affecting access by Private Persons to the Records in the Secretariat Record Office, Fort, Bombay.

[NOTE.—These rules are applicable only to cases where documents are required for *bonâ fide* historical research.]

(1) The Record Office is open daily, excepting Sundays and holidays. The hours of admission are 11 A.M. to 5 P.M.; on Saturdays, 11 A.M. to 2 P.M.

(2) Persons wishing to examine the records should apply in writing to the Chief Secretary to Government, stating their occupation, address, and qualifications and the object with which they wish to examine the records.

(3) Government reserves to itself the right to refuse or to modify any application. Unpublished records will not be placed at the disposal of Novelists who cannot be regarded as coming within the description of serious historical students.

(4) Inspection is allowed only in the Record Office itself.

(5) Permission must be obtained to take copies and extracts and to make use of information gained from the records.

(6) It is a condition of the grant of permission to examine the records that any person who publishes a work based on those records shall deposit one copy of his work in the Record Office as soon as it is published. Every person is required to sign an undertaking to that effect before being admitted to examine the records.

(7) Persons not wishing or being unable themselves to examine the records should apply to the Deputy Secretary, Separate Department, in charge of the Record Office, who will, if possible, arrange for the search to be undertaken at the cost of the applicant.

(8) A separate slip shall be clearly written and signed by every person for each paper or volume he requires before any record can be produced. The slip is returned to him when he again hands over the record.

(9) No person may, without the Chief Secretary's permission, have more than 2 volumes of the records in his possession at one time. Documents of exceptional value and documents in a fragile condition shall only be produced subject to such conditions as the Keeper of Records shall, in the particular case, think requisite for their safety and integrity.

(10) Silence as far as possible is to be maintained in the Record Office. No umbrellas, sticks or bags shall be taken into the Record Office. No food shall be eaten in the Record Office. *Pan* chewing, spitting and smoking are strictly prohibited.

(11) The Keeper of Records in charge of the Record Office is empowered to exclude persons from the Record Office for—

(i) wilful breach of the foregoing rules and regulations.

(ii) persistent disregard of the Officer's authority.

(iii) damage of any sort to any records belonging to the Government of Bombay.

(iv) language, conduct, habits, dress or anything else offensive, or likely to cause offence to other occupants of the Record Office.

Provided always that the exclusion of any person shall be notified in writing to the Chief Secretary to the Government of Bombay whose order shall be final.

(12) No person may lean on any of the volumes, or put one on top of another or place upon them the paper on which he is writing.

(13) No sort of mark, pen, pencil or otherwise, may be made on any record. Tracing is not permitted.

(14) Information as to cost of copies and searches is contained in the set of rules below:—

Rules for Inspection, Search or Obtaining Copies of Documents from the Records of the Secretariat.

(*Bombay Government, Revenue Department, Notification No. 2032, dated the 14th March 1889, and General Department, Notification No. 4138, dated the 9th August 1909.*)

1. Every application for search, inspection and obtaining copies of or extracts from the Government records shall be made in writing on plain paper. The date of receipt shall be endorsed upon the application as also shall be the number and date of the order of the Secretary granting the same and the dates on which the requisition was satisfied, and the amount of the fee received shall be duly recorded. The name of the person who conducted the search shall also be recorded in full.

2. Copies shall be given in accordance with Article 24, Schedule I of Act II of 1899, and Articles 6 to 9, Schedule I of Act VII of 1870, as amended from time to time.

3. A fee of Rs. 5 for each day will be charged in every case for search and inspection when permitted by Government. In no case will less than Rs. 5 be charged for search or inspection. The search will be conducted by clerks in the Department of the Secretariat concerned.

4. Where a copy of any document from Government records is required, the fee in regard to it should be calculated in the Secretariat Department concerned in advance and the applicant asked to send it by Money Order; provided, however, that in any case in which it is not possible to calculate the fee in advance, the applicant may be required to pay a deposit of Rs. 20.

5. For every copy of a document taken from the records a fee of one rupee will be charged as a comparing fee.

6. Copying fees at the rate of two annas for every 100 words or fraction of 100 words will be charged, but if the original is in a tabular form, double this rate will be charged.

7. No search, inspection or copies of documents will be given in cases where it is considered that such a course would be prejudicial to the interests of Government. In no case will copies of Government Resolutions be given.

Article 24 of Schedule I of Act II of 1899 (The Indian Stamp Act), as amended by Bombay Act II of 1927.

(*See* Rule 2 above.)

Description of instrument.	Proper stamp duty.
Copy or extract certified to be a true copy or extract by or by order of any public officer and not chargeable under the law for time being in force relating to court fees—	
(*i*) if the original was not chargeable with duty or if the duty with which it was chargeable does not exceed one rupee .	One rupee.
(ii) in any other case	Two rupees.
Exemptions.	
(*a*) Copy of any paper which a public officer is expressly required by law to make or furnish for record in any public office or for any public purpose.	
(*b*) Copy of, or extract from, any register relating to births, baptisms, namings, dedications, marriages, divorces, deaths or burials.	

Extract from Schedule I of Act VII of 1870 (The Court Fees Act).

(*See* Rule 2 above.)

Ad valorem fees.

Number.	——	Proper fee.
6. Copy or translation of a judgment or order not being, or having the force of, a decree.	When such judgment or order is passed by any Civil Court, other than a High Court, or by the Presiding Officer or any Revenue Court or Office, or by any other Judicial or Executive Authority :—	
...	(*a*) If the amount or value of the subject matter is fifty or less than fifty rupees.	Four annas.
	(*b*) If such amount or value exceeds fifty rupees.	Eight annas.
	When such judgment or order is passed by a High Court.	One rupee.
7. Copy of a decree or order having the force of a decree.	When such decree or order is made by any Civil Court other than a High Court, or by any Revenue Court :—	
	(*a*) If the amount or value of the subject matter of the suit wherein such decree or order is made if fifty or less than fifty rupees.	Eight annas.
	(*b*) If such amount or value exceeds fifty rupees.	One rupee.
	When such decree or order is made by a High Court.	Four rupees.

Extract from Schedule I of Act VII of 1870 (The Court Fees Act)—contd.

Number.	——	Proper fee.
8. Copy of any document liable to stamp duty under the Indian Stamp Act, 1899*, when left by any party to a suit or proceeding in place of the original withdrawn.	(*a*) When the stamp duty chargeable on the original does not exceed one rupee.	The amount of the duty chargeable on the original.
	(*b*) In any other case . .	One rupee.
9. Copy of any revenue or judicial proceeding or order not otherwise provided for by this Act, or copy of any account, statement, report or the like, taken out of any Civil or Criminal or Revenue Court or Office, or from the Office of any Chief Officer charged with the executive administration of a Division.	For every three hundred and sixty words or fraction of three hundred and sixty words. "	Eight annas.

* This article was substituted for the original Article (8) by Bombay Act III of 1926, section 3.

Extract from section 6 of Act VII of 1870.

" . . . . . No document of any of the kinds specified as chargeable in the first or second schedule to this Act annexed shall be furnished by any public officer, unless in respect of such document there shall be paid a fee of an amount not less than that indicated by either of the said schedules as the proper fee for such document."

By order of the Governor in Council,

J. R. MARTIN,

Chief Secretary to Government.

BENGAL.

Rules and Regulations governing the public use and inspection of the Records and Archives belonging to the Government of Bengal.

(*These rules apply to* bonâ fide *students of history and research scholars only and are incorporated under Rules 65 and 76 of the Rules for the Management of the Bengal Secretariat Record Room.*)

1. The public have no right to see or have copies of records in the possession of Government, which reserve to themselves the right to refuse or modify any application.

2. The inspection or examination of such documents as Government may permit to students and others shall be subject to the following conditions and regulations.

3. The inspection and examination shall be carried out in the Search Room set apart for the purpose at special hours.

4. The hours of attendance and admission shall be from 11 A.M. till 4-30 P.M., except on Saturday, when they shall be from 11 A.M. till 1-30 P.M.

5. The Search Room shall be open only to authorised persons every day, except Sundays and such days as are declared to be Government holidays.

6. Persons wishing to obtain information from or copies of the records should apply in writing to the Keeper of Records, Writers' Buildings, Calcutta, stating their occupation and the object for which the information or copies are required.

7. Every person wishing to inspect any document shall first obtain a student's ticket by making a written application on the prescribed form to the Keeper of Records, Government of Bengal, Writers' Buildings, Calcutta. The forms can be obtained from the Keeper of Records.

8. Each application must be accompanied by a recommendation on the prescribed form, to be obtained from the Keeper of Records.

Applicants who are not British subjects must submit a recommendation from their Consul or the Political Agent of the State to which they belong.

9. Each ticket will be issued for a period of six months only. Renewals for six months at a time may be obtained, subject to Government's consent.

10. Government reserve to themselves the entire right to decide whether a document or archive shall be issued for inspection. No reasons will be given in case of refusal, but the final decision for refusal shall rest with the Deputy Secretary to Government in the Political Department.

11. Documents of exceptional value and documents in a fragile condition shall only be produced subject to such conditions as the Keeper of Records shall, in the particular case, think requisite for their safety and integrity. No such document shall be issued for the use of students where certified copies exist. Not more than four documents will be issued at one time to a student.

12. No person shall lean upon any records, documents or books belonging to the Bengal Government's archives, or place upon them the paper on which he or she is writing. The utmost care must be exercised in handling all books and documents.

13. No person shall make any sort of mark, in pencil or otherwise upon any record, document, or book belonging to the Bengal Government's archives.

14. No ink or indelible pencil shall be used by any person, admitted to the Search Room; nor shall any typewriter, portable or otherwise, be permitted in the Search Room.

15. No tracing shall be made of any record or document issued for examination without the written permission of the Deputy Secretary to the Government of Bengal in the Political Department.

16. Silence, as far as possible, is to be maintained in the Search Room.

No umbrellas, sticks or bags shall be taken into the Search Room. No food shall be eaten in the Search Room; no *pan* is to be chewed there. Spitting and smoking are strictly prohibited and in no circumstances is it permitted to strike a match in the Search Room.

17. Records and documents, when done with, or at closing time, shall be returned in person by the individual to whom they have been issued to the Officer in charge of the Search Room, together with the slip* issued by the Keeper of Records when the document was handed over for examination.

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* Each document required by a student should be issued with a printed tally, half to be retained by the issuing officer, half to be given to the student and returned by him with the document after use or at the close of the day.

18. The Officer in charge of the Search Room is empowered to exclude persons from the Search Room for—

(i) wilful breach of the foregoing rules and regulations;

(ii) persistent disregard of the officer's authority;

(iii) damage of any sort to any record or article belonging to the Government of Bengal;

(iv) language, conduct, habits, dress or anything else offensive, or likely to cause offence, to other occupants of the Search Room:

Provided always that the exclusion of any person shall be notified in writing to the Deputy Secretary, Government of Bengal, Political Department, whose orders shall be final.

19. If a search is to be made by the Record Room staff the applicant is required to deposit a searching fee at the rate of Rs. 60 a month or Rs. 2 a day, to be deposited in advance with the Cashier of the Secretariat. On the deposit being made, the search will be made by an assistant and the information wanted will be furnished to the applicant, if, after inspection of the records and consultation with the Department concerned, it is considered that there is no objection to this being done. Any balance will be refunded by the Accounts Department on the order of the Keeper of Records.

20. No information and no copies of documents may be given and no person may be permitted to make a copy of any document without reference to the Department concerned.

21. The charge for copies made by the Record Room staff will be at the rate of two annas per 100 words; such copying charges must be paid in advance.

22. Any person who uses the records for purposes of historical research and publishes any article or work based on them shall deposit in the Bengal Secretariat Record Room one copy of each work immediately after publication.

Records relating to Indian States in the custody of the Provincial Government.

1. All records concerning both States and British India which cannot be split up and which are in the custody of the Provincial Government shall be kept in a separate place or room in the Bengal Secretariat Record Department.

2. No one shall have any access to such records, save with the permission of the Secretary to the Governor of Bengal or

the Assistant Secretary to the Governor of Bengal, who have been duly authorised by His Excellency the Crown Representative, in this behalf.

3. Rules 1-2 above will apply *mutatis mutandis* to the unseparated records of the Judicial and Revenue Departments.

N.B.—Nos. 1-3 above correspond to rules Nos. 87-88 and 92 respectively of the "Rules for the Management of the Secretariat Record Room", Part XI.

PUNJAB.

Rules regulating the access of the public to the records of the Punjab Government preserved in the Punjab Civil Secretariat Record Office.

PART I (A).

The following rules are applicable to the supply of copies of and information from the records to the general public:—

1. The public have no right to inspect or have copies of records in the possession of Government which reserves to itself the right to refuse any application or to accept it with any modifications which may be thought desirable. In either case no reason will be given.

2. Persons wishing to obtain information from or copies of the records shall apply in writing to the Keeper of the Records, stating their occupation and the object for which the information or copies are required. The Keeper of the Records shall decline to entertain any application in which the object for which the information or copies are required is not fully and clearly stated, and if a statement made in any application be found to have been incomplete in any material particular or untrue, the applicant may be debarred by Government from having further access to the records.

3. Application from a Ruling Prince or his representative or from a subject of an Indian State shall be made through the local Political authority.

4. Before information or copies are supplied the approval of the Chief Secretary to Government, Punjab, shall be obtained.

5. The applicant wishing to be supplied with information from the records is required to forward with his application a sum of Rs. 2 as search fee which will in no case be refunded.

If the tracing of the required papers is likely to take an assistant more than two hours the applicant shall be informed accordingly and shall be required to deposit in advance any further sum at the rate of Rs. 6 a day or, if the search does not last a whole day of six hours, a rupee per hour per assistant. The search will be undertaken only if the Keeper of the Records is able to undertake it and the information will be furnished to the applicant only if after inspection of the records it is considered that there is no objection. If the document or documents cannot be traced or the information from the records is refused, the searching fee shall not exceed Rs. 12, including the sum of Rs. 2 forwarded by the applicant with his application. Three-fourths of the fee deposited by the applicant in excess of that forwarded with his application shall be refunded if he withdraws the application before the actual tracing of papers has commenced.

6. If the applicant desires to be supplied with copies of any records so traced and if the Keeper of the Records sanctions such supply, he shall deposit in advance copying fees at the rate of nine annas for two hundred words or under and four annas for every additional hundred words or fraction thereof. On the necessary deposit being made the copies will be prepared on foolscap paper by a copyist, certified as true copies and supplied to the applicant. Special charges for maps, tabular work, etc., will be fixed by the Keeper of the Records. On one application not more than three copies in the case of English and one copy in the case of Persian or Vernacular documents will be supplied. The charge for each of the second and third English copies will be at half the rate of the first copy. Three-fourths of the copying fee deposited by the applicant will be refunded if he withdraws the application before the actual copying has commenced and the remaining paid to the copyist as remuneration for the work of calculation, etc.

7. An attestation fee, equal to one-fourth of the copying fee, shall be charged in addition to and deposited in advance with the copying fee. The second and the third English copies will be attested at the same rate as the first. This fee will be paid to the Assistant to the Keeper of the Records who will compare the copies with the original and attest them as true copies.

8. The copying and attestation work shall be done out of office hours, and the fees charged will be paid to the copyist and the attesting official respectively.

9. Information from or copies of the records shall be sent to the applicant by post or, if he is present, delivered by hand, together with such part of the sum deposited as may be due to the applicant after the following points have been noted on the information or copies and in the register specified for the purpose:—

(i) date of receipt of application for information or copies;

(ii) date of return of application for deposit of searching, copying and attestation fees;

(iii) date of making the required deposit;

(iv) amount of searching, copying and attestation fees paid;

(v) names of the copyist and the attesting official;

(vi) date when the information or copies were ready for delivery;

(vii) date of delivery or posting of information or copies to the applicant.

Money-order commission will be deducted in case the balance, if any, is sent to the applicant by post. The register will be signed, at the time of delivering or posting the information or copies, by the Keeper of the Records who will also inspect it from time to time.

PART I (B).

The following rules are applicable when the records are required for *bonâ fide* historical research:—

1. *See* rule 1 in Part I (A) of these rules.

2. Persons wishing to examine the records shall apply in writing stating their occupation, qualifications, address, the nature of the records they wish to inspect and the object of their research on a prescribed form which can be had from the Keeper of the Records. The Keeper of the Records shall decline to entertain any application in which the object of the research is not fully and clearly stated; and if a statement made in any application be found to have been incomplete in any material particular or untrue, the person who made that application may be debarred by Government from having further access to the records.

3. The Keeper of the Records may, at his discretion, require a research scholar to produce a letter of introduction from the University authorities or from any eminent historian or other reliable persons. Teachers and lecturers in schools or colleges shall apply through the Headmaster or the Principal of the institution to which they belong while those employed in Universities shall apply through the Vice-Chancellor of the University concerned.

4. *See* rule 3 in Part I (A) of these rules.

5. If the application is granted the applicant shall be given a student's ticket to enable him to have access to the Record Office. This should be returned when the student has finished his work in the Record Office.

6. Inspection of the records, if permitted, must take place only in the Record Office. Copies or extracts from the unpublished records shall not be taken out of the office building nor shall any use be made of the information gained therefrom without the permission of the Keeper of the Records, who shall, in all doubtful cases, refer the matter to the Chief Secretary to Government, Punjab.

7. All copies, extracts and notes must be made in a legible manner for the inspection of the Keeper of the Records. Where they are not legible, the Keeper of the Records may get them typed at the cost of the person concerned. A fee at the rate of five rupees for every five hundred manuscript or typewritten foolscap pages or fraction thereof shall be charged for such inspection. This fee shall be paid in advance.

8. Persons not desiring or unable to trace the records themselves may apply for a search to be made at their cost to the Keeper of the Records who may, if possible, arrange for the search to be undertaken on conditions specified in Rule 5 of Part I (A) of these rules.

9. If the applicant desires to be supplied with copies of any records traced by him or for him by the Record Office and if the Keeper of the Records sanctions such supply, he shall deposit in advance copying fees at the rate of two annas per hundred words or fraction thereof and the same will be supplied to him on conditions specified in Rule 6 of Part I (A) of these rules.

10. The copying and attestation work shall be done on conditions specified in Rules 7, 8 and 9 of Part I (A) of these rules.

11. Any person who uses the records for purposes of historical research and publishes articles or works based on these records is required to deposit one copy as soon as published with the Keeper of the Records.

12. The question whether an applicant is a *bonâ fide* historical scholar or otherwise shall be decided by the Keeper of the Records.

13. The following rules shall, in addition, be observed for the management of and discipline in the Punjab Civil Secretariat Record Office for purposes of *bonâ fide* historical research:—

(i) The Record Office is open daily except on Sundays and other holidays a list of which shall be put up on the notice board by the Assistant to the Keeper of the Records.

(ii) The hours of admission shall be from 10-15 A.M. to 3-45 P.M. on all days except Saturdays and from 10-15 A.M. to 2 P.M. on Saturdays.

(iii) The Record Office shall remain closed for purposes of *bonâ fide* historical research for about a fortnight in September for annual repairs. The approximate dates of such closing shall be put up on the notice board a few days before the repairs commence by the Assistant to the Keeper of the Records.

(iv) Persons carrying on research shall not sit on the ground floor except when specially permitted to do so.

(v) A requisition must be written and signed by the student in the register specified for the purpose for every paper, proceeding, volume or book required by him before it can be produced. The word "received" is entered by the Restorer on duty when the record is received back. Not more than five original proceedings or two volumes of manuscript books can ordinarily be taken out at a time.

(vi) Students must treat the records with proper care and must not place their elbows upon them or place one record on top of another. No mark of any sort must be made on a record. Tracing is not permitted and the student must not place on a record the paper on which he is writing. In any particular case the Keeper of the Records may impose

such further conditions as he may deem necessary to ensure the preservation and proper treatment of records.

(vii) The use of inkstands is prohibited. If the volumes or documents can be placed on tables provided for the purpose a fountain pen may be used for taking notes or extracts; in all other cases notes or extracts shall be taken in pencil. No person shall bring a stenographer, a typist or a type-writer, portable or otherwise, with him to the Record Office.

(viii) Strict silence is to be observed in the Record Office. No umbrellas, sticks, bags or bicycles and other means of conveyance shall be taken into the office building and no food or other refreshments taken therein. Spitting and smoking are strictly prohibited and in no circumstances is it permitted to strike a match in the Record Office.

(ix) Articles of furniture shall not be removed from one place to another without the permission of the Keeper or, in his absence, of that of the Assistant to the Keeper of the Records.

(x) No book belonging to the Record Office Library shall be issued to a student or otherwise be taken away by him except when he has received special permission to do so.

(xi) No person is allowed to take copies or photographs of or extracts from the documents exhibited in the Record Office Museum or to take photographs of the interior of the office and the pictures exhibited therein without the permission, previously obtained in writing, of the Keeper of the Records.

(xii) Visitors are not allowed to bring dogs with them into the Record Office Museum.

(xiii) The Keeper of the Records or, in his absence, the Assistant to the Keeper, is empowered to exclude persons from the Record Office for—

(*a*) wilful breach of the foregoing rules and regulations;

(*b*) persistent disregard of the Officer's authority;

(*c*) damage of any sort to any record or articles belonging to the Government of the Punjab; and

(*d*) language, conduct, habits, dress, etc., offensive or likely to cause offence to others working in the Record Office.

Provided always that the permanent exclusion of any person shall be notified in writing to the Chief Secretary to Government, Punjab, whose orders shall be final.

PART II.

Rules regulating the access of the public to mixed records relating to British India and Indian States in the Punjab Government Secretariat Record Office.

Persons applying for access to the records fall under the following three categories:—

(*a*) members of the general public applying for the supply of information from or copies of the records,

(*b*) officials of Government requiring files for the disposal of day to day business, and

(*c*) persons intending to examine the records for *bonâ fide* historical research.

2. In these rules the expression "mixed records" shall mean the records concerning both British India and Indian States which cannot be split up.

3. Mixed records shall be kept separate from those relating to the Provincial administration.

4. All applications for access to records should be addressed to the Keeper of the Records who will forward them with his remarks to the Chief Secretary to Government, Punjab.

5. Under the powers delegated by the Crown Representative, the Chief Secretary to Government, Punjab, is authorised to permit persons mentioned in categories (*b*) and (*c*) in Rule 1 above to have access to the records. Applications from persons mentioned in category (*a*) shall be referred by him to the Crown Representative for sanction.

6. In cases where access to the records has been permitted to persons mentioned in category (*c*) in Rule 1 above, the Keeper of the Records shall collect the notes taken by students from the unpublished records and submit them together with particulars of the students concerned to the Chief Secretary to Government, Punjab, who is authorised to sanction the release of such notes or copies thereof. The Chief Secretary shall, however, refer all doubtful cases to the Crown Representative.

7. The rules mentioned in Part I (A) shall apply to persons requiring information from or copies of the mixed records under category (*a*) of Rule 1 above, and the rules mentioned in Part I (B) to those applying for access to the records under category (*c*).

8. The following officers have been authorised by the Crown Representative to have access to the mixed records and if necessary to take them out of the Record Office:—

(i) The Hon'ble the Resident for the Punjab States;

(ii) The Secretary to the Resident for the Punjab States;

(iii) The Under-Secretary to the Resident for the Punjab States;

(iv) The Political Agent, Punjab Hill States; and

(v) The Assistant Political Agent, Punjab Hill States.

9. The Chief Secretary is authorised to permit other officials to requisition original records. This permission will only be given for special reasons and with due regard to the proper preservation of the records. It will not be given when a copy will serve the desired purpose.

The rules in Parts I and II shall come into force from the date of issue of these orders.

J. D. PENNY,

Chief Secretary to Government,

Punjab.

Dated the 1st February 1940.

CENTRAL PROVINCES.

Rules regulating public access, for purposes of Research, to the Records of the Government of the Central Provinces.

I

1. The Record Office is open daily (excepting Sundays and certain other festivals and all gazetted holidays), the hours of admission being 10-30 A.M. to 4-30 P.M.

2. Persons wishing to examine the records of the Government of the Central Provinces should apply in writing to the

Registrar of the Central Provinces and Berar Civil Secretariat, stating their office, profession, titles or other qualifications and the object with which they wish to examine them.

3. Government reserves to itself the right to refuse or to modify any application.

4. Inspection is allowed only in the Record Office itself.

5. Permission must be obtained to take copies and extracts and to make use of information gained from the records. (Typed copies can be supplied by the Registrar at the rate of one anna for 50 words).

6. Any person who uses the records for purposes of historical research and publishes works based on those records, is required to deposit one copy of each work as soon as published in the Record Room.

II

7. Persons not wishing or being unable themselves to examine the records should apply to the Registrar who will, if possible, arrange for the search to be undertaken at the cost of the applicant either by the Assistant Record Keeper or by some other reliable person.

III

8. A separate slip shall be clearly written and signed by every person for each paper or volume he requires before any record can be produced. The slip is returned to him when he again hands over the record.

9. No person may have more than five " original consultations " or two volumes out at a time.

10. Big folio volumes are to be placed on book-rests and handled as little as possible.

11. No person may lean on any of the documents or put one on top of another or place upon them the paper on which he is writing.

12. No sort of mark, pen, pencil, or otherwise, may be made on any record. Tracing is not permitted.

IV

13. The Provincial Record Office also contains certain records relating to British India and Indian States, which are known for the purpose of these rules as *Mixed Records*. They are kept separate from the other records in the Record Office.

14. The rules relating to the inspection of other records by the public, referred to in paragraphs 1-12, shall apply in respect of applications from private persons for access to *Mixed Records*, except that such applications shall be addressed to the Secretary to Government in the Political and Military Department instead of to the Registrar.

ASSAM.

Rules regulating the access of the public to the Records of the District Headquarters.

[NOTE.—These rules are applicable only to cases where documents are required for *bonâ fide* historical research.]

1. The Record Office is open daily except on Sundays and other holidays.

2. The hours of admission shall be from 10-30 A.M. to 4-30 P.M. on all days except Saturdays and from 10-30 A.M. to 1-30 P.M. on Saturdays.

3. Persons desiring to examine the records of the district headquarters must apply in writing to the Deputy Commissioner stating their office, profession, titles or other qualifications and the object for which they wish to examine them.

4. Government reserve to themselves the right to refuse any application or to accept it with such modifications as they consider necessary.

5. Permission to inspect the records will remain valid only for two months from the date on which it is granted. If advantage is not taken of the permission or if the inspection of records is not completed within this period, a further application will be necessary for permission to inspect or continue to inspect the records as the case may be. All applications made under this rule will be disposed of by the Deputy Commissioner.

6. Records may be inspected only within the Record Office and in the presence of a member of the Record staff. In any particular case the Deputy Commissioner may impose such further conditions as he deems necessary to ensure the preservation and proper treatment of records.

7. Copies or extracts from the records shall not be taken out of the office building nor shall any use be made of the information gained from the records without the permission of the Deputy Commissioner.

8. Persons not desiring or unable to examine the records themselves may apply to the Deputy Commissioner for a search to be made at their cost and the Deputy Commissioner will, if possible, arrange for the search to be undertaken by some member of the Record staff.

9. Typed copies of documents may be obtained from the Record Department with the sanction of the Deputy Commissioner on payment at the rate of one anna for every 50 words.

10. No volume or paper should be delivered to any person using the Record Office until he has signed a receipt for the same. Records must be given back to the Assistant in charge as soon as they are no longer required and the receipt will then be returned.

11. No person may have more than five " original consultations " or two volumes out at one time.

Documents in a fragile condition should be handed over singly or subject to such conditions as the Deputy Commissioner may deem necessary for their safety.

12. Large folio volumes should be placed on book-rests and handled as little as possible.

13. No person may lean on any of the documents or put one document on top of another or place upon them the paper on which he is writing.

14. No mark of any description may be made on any record.

15. With a view to prevent ink being spilt on records the use of an inkstand will not be allowed. If the volumes or documents can be placed on book-rests a fountain pen may be used for the purpose of taking notes or extracts; in all other cases notes or extracts must be taken in pencil.

16. All copies, extracts and notes must be made in a legible manner. In cases where they are difficult to read the Deputy Commissioner will get them typed at the cost of the person concerned either for submission to Government or for his own inspection, as the case may be.

17. Tracings of signatures and drawings may be made only with the permission of the Deputy Commissioner and subject to such conditions as he may impose.

Permission should not be given if it appears to the Deputy Commissioner that the process of tracing is likely to damage the document.

18. Any person who uses the records for purposes of historical research and publishes works based on these records must deposit in the office of the Deputy Commissioner one copy of each of the works immediately after publication.

19. No person may chew *pan* or other like substance while working in the Record Office, nor may he place any articles of food on tables meant to be used for keeping records, documents or other papers.

20. Smoking is strictly prohibited in the Record Rooms.

COORG.

(1)

(BANGALORE.)

Rules affecting private access to records of historical interest in the office of the Chief Commissioner of Coorg (introduced in February 1920).

[NOTE.—These rules are applicable only to cases where documents are required for *bonâ fide* historical research.]

1. The office of the Chief Commissioner is open daily (excepting Sundays and other holidays) between the hours 11 A.M. and 5 P.M.

2. Persons wishing to examine the records should apply in writing to the Secretary to the Chief Commissioner of Coorg, Bangalore, stating their office, profession, titles or other qualifications and the object with which they wish to examine them.

3. The Chief Commissioner reserves to himself the right to refuse or to modify any application. It is desirable, therefore, that applications should reach this office at least a week before the inspection of the records is desired.

4. Inspection will be allowed only in the office of the Chief Commissioner.

5. Permission must be obtained to take copies and extracts and to make use of information gained from the records. (Typed copies can be supplied at the rate of one anna for 50 words.)

6. Any person who uses the records for purposes of historical research and publishes works based on those records, is required to deposit one copy of his work as soon as published, in this office.

7. In the case of persons not wishing or being unable themselves to examine the records, arrangements will be made for the search to be undertaken by a member of the office, at the cost of the applicant.

8. A separate slip must be clearly written and signed by every person for each paper or volume he requires, before any record will be produced. The slip will be returned to him when he again hands over the record.

9. No sort of mark, pen, pencil, or otherwise, may be made on any record.

10. A list of the records to which these rules apply, is appended. Original documents are not accessible to students, but only the printed copies.

List of Records of Historical Interest kept in the Office of the Chief Commissioner of Coorg.

The history of Coorg and the Coorg Rajas is given in Volume III of Rice's Gazetteer, pages 89 to 201.

Bundle 1 of 1834.—Slavery in Coorg.

Printed memorandum and correspondence on the subject (printed in 1863).

Letter No. 97, dated 19th July 1836, to the Superintendent of Coorg, forwarding a copy of a letter of the Secretary to the Government of India conveying their approval for the emancipation of the Punnah slaves in Coorg.

Bundle 2 of 1834.—Future administration of Coorg.

Letter, dated 25th July 1834, from Mr. W. H. Macnaghten, to Lt.-Col. J. S. Fraser.

Regarding the revenue and judicial administration of Coorg.

Abolition of transit duties.

Sanction to the establishment of the English Department of his office.

Bundle 3 of 1834.—Letter dated 21st May 1834, from Mr. Macnaghten, to Lt.-Col. Fraser, regarding the annexation of Pootoor and Umr Sooleay to South Canara.

Letter, dated 29th August 1834, from Mr. Macnaghten, to Lt.-Col. Fraser, regarding the annexation of Pootoor and other place.

Slavery in Coorg.

Cardamom and sandal wood produce in Coorg.

Customs Houses on the Frontier of Mysore.

Bundle 4 of 1834.—Contains papers regarding the surrender of the Raja of Coorg (Vira Raja) and the annexation of Coorg.

(1) Letter, dated 14th April 1834, from Mr. W. H. Macnaghten, Secretary to the Governor General, to Lt.-Col. J. S. Fraser, Political Agent for the Affairs of Coorg. Vira Raja to move immediately to Bangalore. Provision for his maintenance. Strength of the Force.

(2) Letter, dated 22nd April 1834, from Mr. W. H. Macnaghten, Secretary to the Governor General, to Lt.-Col. J. S. Fraser, Political Agent for the Affairs of Coorg. The country being in favour of being taken under British protection.

The administration to be conducted in the interval in accordance with the terms of the Proclamation. Strength of the force of occupation.

(3) Letter, dated 9th August 1834, from Mr. W. H. Macnaghten, Secretary to the Governor General, to Lt.-Col. J. S. Fraser, Political Agent for the Affairs of Coorg. Confirmation of the sentence of death passed upon Kaneyara Umbu. Method of awarding punishment.

(4) Letter, dated 24th September 1834, from Mr. W. H. Macnaghten, Secretary to the Governor General, to Lt.-Col. J. S. Fraser, Political Agent for the Affairs of Coorg. Approving of the draft Regulation for the administration of Coorg

(5) Letter, dated 21st December 1835, from Mr. W. H. Macnaghten, Secretary to the Governor General to Lt.-Col. J. S. Fraser, Political Agent for the Affairs of Coorg. Forwarding a copy of a letter No. 26, dated 23rd June 1835, from the Court of Directors regarding the invasion and subjugation of the Petty State of Coorg.

Gives a history of the situation in Coorg. Approves of the removal of the Raja to Bangalore and the appointment of Lt.-Col. Fraser as Resident in Mysore and Commissioner of Coorg with a salary of Rs. 36,000 per annum.

(6) Letter, dated 2nd May 1836, from Mr. W. H. Macnaghten, to Lt.-Col. Cubbon, Commissioner for the Affairs of Coorg. Asking for a report as to how far the resources of the country are capable of meeting the disbursements to the *ex*-Raja for his maintenance at Benares and the expenditure required for the future administration of the country.

Bundle 5 of 1834.—Contains a translation in English of the Will of Vira Rajendra Woodyar, written on 23rd May 1809.

Bundle of 1844.—Contains a letter No. 121 of 1844, dated 6th September 1844, from Major-General Cubbon, to the Secretary to the Government of India, regarding the banishment of Luchmee Narrain, late Dewan of Coorg.

File 86/1885, Sl. 13. Regarding the Administration of Coorg after the Rendition of Mysore to the Maharaja of Mysore. Decision of the Government of India that the Administration of Coorg shall form part of the Resident's charge.

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(2)

(MERCARA.)

Rules affecting private access to records of historical interest in the office of the Commissioner of Coorg (introduced in September 1920).

[NOTE.—These rules are applicable only to cases where documents are required for *bonâ fide* historical research.]

1. The office of the Commissioner is open daily (excepting Sundays and other holidays) between the hours 11 A.M. and 5 P.M.

2. Persons wishing to examine the records should apply in writing to the Commissioner of Coorg, Mercara, stating their office, profession, titles or other qualifications and the object with which they wish to examine them.

3. The Commissioner reserves to himself the right to refuse or to modify any application.

4. Inspection will be allowed only in the office of the Commissioner.

5. Permission must be obtained to take copies and extracts and to make use of the information gained from the records.

6. Any person who uses the records for purposes of historical research and publishes works based on those records, is required to deposit one copy of his work as soon as published, in this office.

7. In the case of persons not wishing or being unable themselves to examine the records, arrangements will be made for the search to be undertaken by a member of the office, at the cost of the applicant.

8. A separate slip must be clearly written and signed by every person for each volume he requires, before any record can be produced. The slip will be returned to him when he again hands over the record.

9. No sort of mark, pen, pencil or otherwise may be made on any record.

10. The above rules apply to the records known as Rajas' Sists and Hukumnama.

Records of historical interest kept in the Office of the Commissioner of Coorg.

Rajas' Sists.—The Rajas' Sists are a compilation of accounts of settlement operations conducted by the Coorg Rajas during the years 1805-1816. Every cultivated field was measured, the soil classified and the kandayam or assessment fixed. Bane lands and hithlumanedalas for the service of the wet wargs, communal and sirkar lands, village sites, water sources, forest lands, etc., have all been specified in the accounts. The sists consists of 27 volumes and deal with the accounts of the various nads as they existed during the Rajas' time.

Reference has been made to these books in the preliminary report of the Land Revenue Re-Settlement of Coorg in the following terms:—

113. The first revenue settlement which seems to have been reduced to the form of accounts or, indeed, of which any record is available is that conducted by the Rajas Dodda Virarajendra and Lingarajendra from 1805-1816, the results of which are found in the accounts known as the *Rajas' Sists.* These accounts were compiled for each village and were bound together according to nads in leather covered books which are now preserved in the Commissioner's office. They are signed by the Rajas themselves and are marvels of neatness and accuracy—Doomsday Books of Coorg.

* * * * *

118. For the purposes of their revenue settlement the Rajas Virarajendra and Lingarajendra carried out a survey of cultivated lands and recorded the results in the sists. The unit of measurement was a rod of 16 ft. in length which was known as a *kolu*, while an area of 16 feet square was called a *sale kolu* and was approximately 1/170th of an acre. The areas recorded in terms of this survey are found to be remarkably accurate, but no attempt was made to measure banes or unoccupied lands, of any sort, although they were in most cases demarcated with rough stones.

* * * * *

130. The Rajas' settlement was based upon a soil classification which was comparatively elaborate and recognised the fundamental principle that in the case of wet cultivation in so hilly a country as Coorg, an adequate water supply is the first essential; accordingly wet lands were divided into seven classes by consideration of their comparative elevation. The best dry lands were similarly divided, while wantiholas (inferior dry lands) were classed according to soil as red, black, sandy, and gravelly.

Before fixing the assessment of wet lands, however, these seven classes were further divided according to their productivity. Virarajendra ordained eleven and his successor nine classes, and these classes were arranged in the order of the number of seers of paddy which a *sale kolu* (256 square feet) of the land was assumed to be able to produce.

* * * * *

Hukumnama of Lingarajendra Wodeyar, Raja of Coorg.— The Hukumnama of Lingarajendra is composed of 53 orders, issued from the Diwan Kacheri in Mercara, in 1811 to the Nad Parpattigars, and through them to the shanbogs, patels and ryots, and dealing with a variety of administrative matters which may be divided into the following four classes:—

(1) Principles of Conduct and Rules of Procedure for Government servants.
(2) Administration of the Land.
(3) Assessment and Collection of Revenue.
(4) Protection, and Dispensation of Justice.

These orders are of considerable interest as they throw light on the condition of Coorg one hundred years ago and twenty-five years before the British occupation.

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ALIENATION OFFICE, POONA.

Rules regarding access to the alienation office records for *bonâ fide* research students.

1. The Alienation Office is open daily excepting Sundays and holidays. The hours of admission are from 12 noon to 5 P.M. except on Saturdays.

2. The Commissioner, C. D. will have full discretion in accepting or rejecting applications for permission to examine records in the Alienation Office or if the petition is accepted he will in his discretion withhold such records from inspection as he thinks fit.

3. Persons wishing to examine the Alienation Office records should apply in writing to the Commissioner, C. D. stating their occupation, address, qualifications and the object with which they wish to examine the records. The applicant should specify the period for which the permission is required. In case he wishes to extend the period he must make a fresh application.*

4. No sort of mark, pen, pencil or otherwise should be made on any paper in the records.

5. The applicant should not disturb the arrangement of the records or place upon them the paper on which he is writing.

6. It is a condition of the grant of the permission to examine the records that any person who publishes a work based on those records shall deposit one copy of his work, in the records as soon as it is published. Every person is required to sign an undertaking to that effect before being admitted to examine the records.

7. No applicant may have more than two rumals or files in his possession at one time, and that he informs the Head Clerk each day which rumals he wishes to examine that day.

8. The applicant is required to prepare his notes in duplicate. The notes taken by the applicant together with an English translation or substance of the same prepared by the applicant should be submitted to the Commissioner for scrutiny. The notes will be examined and the duplicate

* No search, inspection or copies of documents will be allowed where such a course would be considered prejudicial to the interest of Government.

copy of the same will be given to the applicant with an endorsement of approval under the signature of the Commissioner or his Assistant.

9. Under no circumstances will permission be given to remove records from the Alienation Office. The notes taken by the applicant from day to day will not also be removed from the office unless they are finally approved by the Commissioner.

10. Historical students are requested to confine themselves only to the records given to them for inspection. Taking of notes not relevant to the purpose for which permission has been granted is disallowed.

HYDERABAD.

Rules regulating the access of the public to the Records of the Daftar-e-Divani, His Exalted Highness the Nizam's Government.

[NOTE.—The term, Daftar-e-Divani, wherever it occurs in these rules, will include all the Daftars amalgamated with it. As the Records in the Daftar-e-Divani are "Current Records" of the Government, they will, therefore, be open to the Public for the purpose of *bonâ fide* historical research only, and subject to the following conditions.]

1. The Daftar-e-Divani shall be open only to an authorized person every day, except Fridays and such days as are declared to be Government holidays, between 11 A.M. and 3 P.M., or 9 A.M. and 12 noon.

2. Persons wishing to examine the records shall apply in writing to the Director, Daftar-e-Divani-(Hyderabad-Deccan) stating their office, profession, qualifications, titles, the place of birth, and the present domicile, and the object with which they desire to examine them.

3. Each application must be accompanied with a recommendation on the prescribed form to be obtained from the Director, Daftar-e-Divani.

4. All the applications shall be disposed of by the Director, Daftar-e-Divani, in accordance with the Departmental Rules, drawn up from time to time.

5. The public have no right to see, or have copies of, the Records of the Government in the custody of the Daftar-e-Divani, and the Director, Daftar-e-Divani, reserves to himself

the right to refuse any application, or to accept it with such modifications as he considers necessary. No reason will be given in case of refusal.

6. Permission to inspect the records shall remain valid for two months only from the date on which it is granted. If the permission is not availed of, or if the inspection of the records is not completed within the period, a further application for permission to inspect, or continue to inspect, the records, as the case may be, shall be submitted to the Director, Daftar-e-Divani.

7. Records may be inspected only within the room allotted for the purpose, and in the presence of the Supervisory Staff.

8. The Director, Daftar-e-Divani, may impose such further conditions, as he deems necessary, to ensure the preservation and proper treatment of the Records in his custody.

9. No information shall be given; and no copy or extract or any notes, made in connection with the Records, shall be taken out of the Study Room, but all such material shall be left with the Supervisory Staff; nor shall any use be made of the information so gained without the permission of the Director, Daftar-e-Divani. Any material left with the Supervisory Staff will be returned to the person in question, if and when passed by the Director, Daftar-e-Divani. The Director, Daftar-e-Divani, can refuse to pass any such material at his own discretion without assigning any reason for refusal.

10. Persons unable to examine the Records themselves, may apply for a search to be made at their cost, to the Director, Daftar-e-Divani, who may, if possible, arrange for the search to be undertaken by any person he may select from his office staff or outside it. In such cases applicants are required to deposit in advance a searching fee of Rs. 60, and if the search is still found necessary to be continued beyond one calendar month, they must pay in advance at the rate of Rs. 60 a month, or Rs. 2 per day, for the whole period in which the search is continued. If the search is concluded within a month, the balance of the deposit amount, if any, will be refunded, or if after the search is concluded, it is found that the information or the material required cannot for some reason be supplied, the Director, Daftar-e-Divani, will, without giving any reason for this decision, refund the full amount paid in advance.

11. Documents of exceptional value, and documents in a fragile condition, shall only be produced, subject to such

special conditions as the Director, Daftar-e-Divani, thinks necessary for their safety. No documents shall be issued for the use of the student where authorized copies exist. Not more than one document will be issued at one time to the student.

12. No person shall lean on any of the documents, or put one document on the top of the other, or place upon the documents the paper on which he is writing. The utmost care must be exercised in handling all the documents entrusted to the students for inspection.

13. No mark of any description shall be made on any Records, and no tracing, whatsoever, is permitted.

14. No ink, fountain pen, or indelible pencil, or typewriter shall be taken with, or used within the Study Room, for the purpose of taking notes, or making extracts, by the persons permitted to inspect the Records. In all cases, ordinary black pencil shall be used.

15. Any authorized person, wishing to have a selected document copied for him in his absence, shall apply in writing to the Director, Daftar-e-Divani, and must pay in advance a copying-fee at the rate of Rs. 2 per 100 words, or part thereof. The Director, Daftar-e-Divani, reserves to himself the right to refuse any such application at his own discretion, without giving any reason for refusal; and his orders shall be final.

16. Any person who uses the Records for the purpose of research, and publishes works or articles, based on them, or in which he refers to them, is required to deposit, in the Daftar-e-Divani, one copy each of such writings on publication.

17. Silence, as far as possible, is to be maintained in the Study Room. No umbrellas, sticks, or bags shall be taken into the Study Room. No person shall chew *pan*, or other like substance, while working in the Study Room, nor shall any food be eaten there. Smoking and spitting are strictly prohibited. Under no circumstances is it permitted to strike a match in the room.

18. Any person may be excluded from the Study Room for:—

(*a*) Wilful breach of the foregoing rules and regulations;

(*b*) Persistent disregard of the authority of the Officer in charge;

(*c*) Damage of any sort to any Records, or article, belonging to His Exalted Highness the Nizam's Government;

(*d*) Language, conduct, habits, or anything else offensive, or likely to cause offence, to other occupants of the Study Room;

and the matter shall be reported to the Director, Daftar-e-Divani, whose orders shall be final.

19. The above-mentioned rules are not applicable to the Records that relate to Attiyath, for which special rules will be enforced from time to time.

The DIRECTOR,

Daftar-e-Divani,

His Exalted Highness the Nizam's Government,

Hyderabad-Deccan.

SIR,

I beg leave to apply for a Ticket of Admission to the Study Room of the Daftar-e-Divani, His Exalted Highness the Nizam's Government, enabling me to inspect the documents there. I promise to comply with the rules and conditions in force.

I append a recommendation duly signed by.....

.....

*(1) Name.....

(2) Titles.....

(3) Designation.....

(4) Profession.....

(5) Qualifications.....

(6) Place of birth.....

(7) The present domicile.....

(8) The object of the Research.....

.....

(9) Address.....

.....

(10) Signature.....

(11) Date.....

* Please write clearly.

RECOMMENDATION.

I recommend from personal knowledge.....to be a fit and proper person to be allowed access, as student to the Study Room of the Daftar-e-Divani, His Exalted Highness the Nizam's Government.

Signed.....

Address.....

.....

Designation.....

Qualifications.....

Date.....

No.

Ticket of Admission to the Study Room of the Daftar-e-Divani, His Exalted Highness the Nizam's Government.

This ticket is valid for two calendar months from the date of issue. It may be renewed on application to the Director, Daftar-e-Divani, if the application is approved. .....
.....is permitted to use the Records in the Study Room of the Daftar-e-Divani, His Exalted Highness the Nizam's Government, subject to the conditions imposed, and to such alterations and limitations, as may, from time to time, without previous notice, be enforced.

Director,
Daftar-e-Divani.

Date of Issue.....

Date of Expiry.....

Archives in Europe.

INDIA OFFICE.

Rules regarding Applications to Search the Unpublished India Office Records.

Approved Council, 4th December 1917 (R. and R. 608/15).

1. Any person wishing to examine the unpublished records under the charge of the Superintendent of Records must apply, either personally or in writing, to that official, stating the purpose for which such permission is sought. An applicant will ordinarily be required to produce satisfactory evidence that he is a qualified student desiring to use the records for the purpose of serious historical research. The Secretary of State in Council reserves his discretion as to the records which will be placed at the disposal of readers.

2. With the exception of cases in which this requirement is specially waived, all notes, copies or extracts made from the records must be submitted to the Superintendent of Records, who will examine them and return such portions as are approved.

3. A receipt will be taken for every volume produced for consultation. This receipt should be reclaimed when the volume is returned, as otherwise the borrower will be held responsible for any loss or damage that may ensue. No document may be removed from the room in which it is being consulted.

4. Permission to consult the records will be withdrawn from any person who shall mark or in any way injure the documents entrusted to him.

5. In cases in which the Record Department itself undertakes a search, a fee may be charged of 1*s.* or 2*s.* 6*d.*, according to the amount of work involved; while for any formal certificate required to be furnished a fee of 2*s.* 7*d.* is payable.

6. Should officially certified copies of records be required, the Superintendent of Records is authorised to supply them (provided that this can be done without prejudice to official business) at a charge of 6*d.* per folio of 72 words. These copies will be certified as correct by the Superintendent of Records or (in his absence) by his assistant.

PUBLIC RECORD OFFICE.

Rules and regulations made by the Master of the Rolls respecting the public use of the records.

Hours and conditions of attendance.

1. The Search Rooms shall be open to persons desiring to inspect Records or Documents on every day, except Sunday, Christmas Day and the following day, Good Friday, Easter Eve, Easter Monday, Monday in Whitsun Week, His Majesty's Birthday, the first Monday in August, and days appointed for Public Holidays.

The hours of admission and attendance shall be from 10 A.M. to 4-30 P.M., except on Saturdays, when they shall be from 10 A.M. to 2 P.M.

2. All persons making use of the Search Rooms for the purpose of consulting the Records or the Indexes thereto shall write their names and full addresses, daily, in the Attendance Book kept for the purpose.

3. No umbrellas or sticks shall be taken into any Search Room.

Records open to inspection.

4. Records in the statutory custody of the Master of the Rolls, Records of the Duchy of Lancaster, and Records of the late State Paper Office, shall be open to public inspection subject to the conditions mentioned below and to the payment of the Fees specified in the Schedule hereto annexed.

5. Persons wishing to inspect such Records of an earlier date than the year 1843 free of charge may obtain Students' Tickets on making written application to the Secretary of the Public Record Office on the form provided for that purpose: in the case of Foreign Students an introduction will be required from their respective Embassies or Legations.

6. Records of the several Government Departments are open to inspection by persons holding Students' Tickets down to the years specified by the heads of such Departments.

7. Collections of Transcripts and Documents presented to the Public Record Office or deposited therein for the public use may be inspected under the same conditions as the Records of Government Departments.

8. Documents deposited in the Public Record Office by various Departments of State, and not open to public inspection, shall only be produced subject to such conditions as the heads of the respective Departments shall from time to time impose.

9. A General Catalogue of all Lists, Indexes, Calendars, etc., intended for the use of the Public is kept in each of the Search Rooms: Lists, Indexes, etc., not mentioned in this Catalogue shall not be produced without specific permission of the Officer in charge of the Room.

10. Records not mentioned in the Search Room Lists, and Records in course of arrangement, shall not be produced without the permission of the Officer in charge of the Search Department.

11. Records and Documents which are of exceptional value, or are unwieldy, unstamped or fragile, shall be examined under such conditions as the Officer in charge of the Room shall, in the particular case, think requisite for their safety: no person shall be entitled to examine Records or Documents which have been labelled " Unfit for Production ".

Issue and Return of Records.

12. A separate ticket shall be clearly written and signed by every person desiring to inspect or search any Record or Document for each Record or Document required; and this ticket shall be given by such person to the Officer in charge of the Room before any Record or Document can be produced to the applicant.

13. No person shall have more than three Records or Documents inclusive out at one time except by special permission of the Officer in charge of the Room.

14. Immediately after the conclusion of a search Records and Documents shall be returned by the persons to whom they have been produced to the Officer in charge of the Room, or to one of the Attendants, in exchange for the tickets referring to them; and all such persons shall be held responsible for the Records or Documents issued to them, so long as their tickets shall remain with an Official of the Public Record Office.

15. Persons wishing to retain documents for use after the first day of production shall fill in and sign the portion of

the Ticket of Application which is marked "Kept Out" before leaving on that day; and shall write a fresh ticket for each document when it is next required.

Handling and Treatment of Records.

16. The introduction of bags or parcels into the Search Rooms is not normally forbidden; but they shall not be placed upon the Tables.

17. No person shall lean upon any Records, Documents, or Books belonging to the Public Record Office, or place upon them the paper on which he or she is writing; and Records made up in volumes or files, shall, whenever possible, be placed upon the rests provided for the purpose.

18. No person other than an Officer of the Public Record Office shall make any mark upon, or any alteration in the writing of, any Record, Document, or Book belonging to that Office.

19. Ink shall not be used in the Legal or the Literary Search Room by any person admitted thereto for the purpose of inspecting or searching Records or Documents.

20. Tracings of Records or Documents shall not be made by any person without specific permission from the Officer in charge of the Room.

21. Records, Documents, Books, or other articles belonging to the Public Record Office, shall not be removed from one room to another without the specific permission of the Officer in charge of the Room; nor by any other person than an Official.

22. Works of Reference taken from the open shelves of the Search Rooms shall be returned to their correct places immediately after use.

General Rules.

23. Silence shall be maintained in the Search Rooms and adjacent passages as far as possible.

24. All suggestions or complaints in regard to the administration of the Search Rooms shall be made in the first instance to the Officer in charge of the Room concerned.

25. The Officer in charge of any Search Room shall be empowered to exclude persons from the Public Record Office for any of the following reasons: wilful breach of any of the

foregoing Rules and Regulations; persistent disregard of the Officer's authority; damage of any sort to any Record or article belonging to the Public Record Office; conduct, language, habits, unseemly dress, or any other matter offensive, or likely to be reasonably offensive, to others using the Public Record Office: provided always that the exclusion of any person shall be forthwith notified in writing, with the cause thereof, to the Deputy Keeper; who shall enquire into the circumstances, and whose order, unless reversed by the Master of the Rolls, shall be final.

Tables of fees payable in every case by stamps.

	£	s.	d.
For the inspection of any document, roll or book, *per diem*	0	1	6
For the inspection of a number of documents, not exceeding ten, in any one suit, action or matter *per diem*	0	4	0
For Authenticated Copies of Records or Documents in English of earlier date than 1715, or in any other language of any date:—			
for a copy not exceeding two folios of 72 words	0	5	0
for longer copies, per folio	0	2	0
For Authenticated Copies of Records or Documents in English, between the years 1715 and 1875 inclusive, not exceeding in length two folios of 72 words	0	2	6
for longer copies, per folio	0	1	0
For Authenticated Copies of Records or Documents in English of later date than 1875, not exceeding five folios in length	0	2	6
for every additional folio	0	0	6
For copies of documents of abnormal difficulty, charged according to the time occupied in copying and examining, per hour	0	10	0
(This rate will not be charged without previous notice to the person bespeaking the copy.)			
For copies of Maps, Plans, Drawings, etc., per hour	0	4	0
For certifying the authenticity of Photographic Reproductions, per sheet	0	2	6
(The statute 54, 55 Victoria, c. 39, imposes in addition stamp duty of one shilling on copies from documents belonging to Courts of Law and Equity, not being Legal Proceedings.)			
For Attendance at the Royal Courts of Justice or elsewhere to produce Records for the purpose of evidence, *per diem*	3	3	0

	£	s.	d.
For Attendance on the Master of the Rolls on a *Vacatur*	0	10	0
For vacating, pursuant to the Clerical Disabilities Act, 1870 (Amendment) Measure, 1934, Enrolment of a Deed of Relinquishment of Holy Orders	0	5	0

These Rules and Regulations shall take effect on the 1st day of January, 1939, in substitution for the existing Rules and Regulations, which shall as from that day cease to have any operation.

16th December, 1938 (Sd.) WILFRID GREENE, M.R.

GERMANY.

Every citizen is allowed access to the State Archives and to Municipal Archives. No restriction is, as a rule, imposed on the consultation of parochial registers. In a number of Archives the use of records is regulated by what is called the " year-limit ".

In the Archives of the Reich, all documents which are more than thirty years old can be freely utilized in cases where the Reich Government has not imposed any express limitation. In Prussia the " year-limit " is actually 1888. In Bavaria, on the contrary, no time-limit exists. In Saxony also, all documents, with very few exceptions, are accessible to the researchers without any restriction as to time. Documents of periods subsequent to the " year-limit " cannot be consulted except with the special permission of the ministers concerned. In all cases, it is expedient to have due regard for persons who are still living. As regards " Family Papers ", the permission of the depositors has in most cases, to be taken. The use of records and of the information obtained from them for private or commercial purposes is, in many cases (as for example, in the Reich, in Prussia and in Bavaria) subject to payment of a tax. One who utilizes the documents preserved in the Archives for writing books or memoirs is expected to place a copy of his works in the Archives. Foreigners who want to consult the records should submit their application through the diplomatic channel. There are printed regulations governing the public use of records for Bavaria and Saxony.

AUSTRIA.

The procedure in regard to access to records is not uniform for all the Archives of Austria. There does not exist any legal provision in this respect. The Government grants permission to consult the national archives according to its own discretion. There are no general rules to regulate access to the archives of the two *first* categories (the State Archives or the Archives of Public Administrations). It may generally be said that the Central Archives of Vienna are accessible for scientific studies or for private researches (history of families) up to 1888 or 1894 respectively. The same condition obtains with regard to the archives of the different provincial Governments, where scientific researches are in most cases permitted without any restriction. No fee has to be paid for consulting the documents. The permission for access to the repositories of records are, in general, granted by the directors of the archives to whom it is necessary to submit an application in writing, specifying the object of the research. Equal facilities are given to foreigners as well as to the nationals for consulting the records. As regards the private and ecclesiastical archives, access to them depends always upon the discretion of the proprietors.

BELGIUM.

At every repository of the State Archives there is a consultation hall for the public, open from 9 A.M. to 6 P.M. at Brussels, and from 9 A.M. to 4 P.M. in the province.

Everybody can consult the historical documents or private deeds which the archives may contain. With regard to the latter papers, he must prove, by his name or by any title of inheritance, etc., that he is interested in them. As regards notarial archives which are at least one hundred years old, permission to consult them is subject to the discretion of the Notary who has deposited them. A copy of the printed regulations drawn up according to the Home Department order is hung up in every consultation hall.

The archives of the towns are also, as a rule, accessible to the public; so are also those of certain private institutions. It is desirable however that the researchers should previously inquire about the conditions of access to, and examination of, the last named archives.

DENMARK.

All the archives, up to about 1880, are, in general, accessible excepting the private archives for which there are certain restrictions stipulated by the donors. Royal permission is necessary for consulting the records of the Royal House later than 1808. No fee has to be paid for consulting the records. Facilities for examination of records are the same for the foreigners as for the nationals. For rules regarding the reading room, see " Ordensregler for Rigsarkivets Laesesal ", January 1917: which specifies the rights and duties of the readers.

DANZIG.

There exist no printed rules regarding the use of the archives. These can be consulted free of cost for scientific researches up to the year 1848; as regards documents relating to histories of families, the year-limit is 1870. An order from the Judicial Court is necessary in the case of a research which has for its end judicial enhancement of private interests. The fee charged for examination of records in this case is 1 gulden dantzikoise per day.

SPAIN.

As regards accessibility to public records entrusted to the charge of Corps des Archives D'Estat, the Regulation of 1901 provides free and gratuitous admission for those who come there for reading or studying the records. The Officer in charge can, however, exclude any one who, for whatever motive, causes disturbance in the establishments. Again, Article 83 of the same Regulation lays down the following restriction: To consult the mss. documents relating to the limits and boundaries of nations, the unpublished papers concerning diplomatic negotiations, the correspondence and secret information of Ambassadors and Agents, from the beginning of the 19th century, as also the unpublished plans and documents relating to fortifications and national defence, it is necessary to obtain special permission of the Minister for Public Instruction. Ministerial permission is also necessary for copying, within the Archives of the Ministers, the reports of the Council of State and other consultative bodies. Further, Article 2 of the Royal Decree of 18th May 1900

lays down that if the Chief of the Archives think that in the special interest of the country it is necessary to withhold any documents whatsoever asked for by the public, they will not permit perusal of the same and will submit their decision immediately to the Minister for Public Instruction.

ESTHONIA.

Facilities afforded to the public for examining records are the same as those given to foreigners. In general, access to the Archives is quite easily obtained. Only access to new accessions to the Archives is restricted. For example, in the Central State Archives, utilization of recent papers subsequent to 1889 is of greater difficulty. There are Home Department Regulations and the decrees and regulations of the Central Archives of the State Archives and of the Council of Archives which regulate access to records.

FINLAND.

The functionaries of the national Archives as well as those of the Provincial Archives are always at the service of persons who make researches. The Rules in this connection are published in the " Recueil des lois de Finlande ". The National Archives have given detailed instructions to the Provincial Archives.

FRANCE.

All French citizens have a right to work in the Public Records Offices; in practice, this applies to the national and departmental (district or provincial) Archives; examination of documents is free. But documents which are at least 50 years old can only be consulted. Those less than 50 years old (in the National Archives) can be consulted with the permission of the Minister who has deposited them. Confidential documents more than 50 years old which have a bearing on the personality or rôle of public men are withheld from consultation until the death of these men. Papers of existing families cannot be consulted except with the permission of the families. The notarial minutes deposited in the National Archives can be consulted only with the permission of the Notary who has deposited them.

The Archives of the Ministry of Foreign Affairs can be consulted with the permission of the Minister concerned and

in accordance with the instructions of the Diplomatic Archives Commission. The examination of these records is restricted to different periods (in no case later than 1871) according to the nature of the documents. Persons who utilize documents relating to Foreign Affairs in publishing any books are required to place two copies each of their works in the Archives.

The Archives of the Ministry of War are open to the public subject to permission of the Minister; and their examination is restricted to documents up to the year 1848. The administrative records and the documents which relate to the personnel of officers—at least those of the 19th century—cannot be consulted save under exceptional circumstances and with special permission.

The Marine and Colonial records deposited in the National Archives can be consulted there with the permission of competent ministers (for marine records prior to 1789 no permission is necessary). Permission to work in the Municipal Archives is obtainable from the Mayor. In case he refuses it, the prefect of the department can officially issue permission to consult the records, after the Mayor has made known in writing his reasons for refusal. Municipal records more than 100 years old can be consulted freely; later documents can be consulted by qualified men with the Mayor's permission.

The examination of records, such as has been stated above as permissible, is allowed free of cost. There are printed regulations for each of the Archives.

The Archives of the prefecture of police and of L'Assistance publique at Paris are semi-public. Access to any old documents in them is quite easy.

The examination of private archives depends on the good-will of their owners.

GREECE.

All Records Offices in Greece are accessible to the public and the documents stored in them can be freely consulted with the permission of superior authorities. Moreover, the offices are authorized to issue authentic copies on stamped paper of all documents which are not of a confidential nature. As regards papers concerning State secrets or official diplomatic documents of a confidential nature, the Director

General of Archives can alone allow copies of them being taken, but it is obligatory under the rules to refer, in every individual case, either to the Advisory Commission or to the competent Minister. There are printed rules relating to the Archives.

HUNGARY.

There are printed rules regulating the examination of the National Archives issued by the Minister of Public Instruction and Worship.

Permission to make research in the National Archives is accorded by the Director. Permission is granted only to persons who are above 18 years of age and who have the capacity for making researches. It is necessary to state beforehand the object of the research. All records more than 32 years old, stored in the National Archives, can be consulted. The Director of National Archives may however refuse permission to consult the documents in cases where he thinks that public or private interests are likely to be injured. The researchers may prefer an appeal against such refusals to the competent Minister.

The examination of records in the Archives of the National Hungarian Museum is governed by rules analogous to those governing the National Archives.

The public are allowed to consult the Hungarian Archives of war. There are rules regulating the consultation of these records.

A special regulation, in force since 1902, governs the administration of the "Archives des Comitats".

There are no special rules for the Town and Municipal Archives.

The records must be consulted within the Records Offices.

IRISH FREE STATE.

The public is authorized, on payment, to consult all documents preserved in the National Archives. Those who make historical or biographical researches may be exempted from this payment. The documents preserved in the State Paper Office cannot be examined except on permission granted by the President's Department. Printed regulations relating

to the examination of these records occur in the Reports of the Deputy Keeper of Archives. At the National Library the public is freely allowed to consult the documents. Facilities for consultation of documents, are accorded to historians at the Royal Academy of Ireland, the Trinity College and Marsh's Library on application to the Librarians of these Institutions.

ITALY.

Facilities for public use of records concern only the public Archives, for, with regard to private Archives one has to depend upon the good will of their owners.

In Italy everybody, whether he is a citizen or a foreigner, has the right to have access to the State Archives. The Central Archives of the Kingdom and the Archives of the local administrations may be accessible with the previous permission of the Home Minister or the Minister concerned.

Documents which are of a purely historical, literary or scientific character, those relating to sentences and decrees of Magistrates and other administrative authorities of the State and those of the Civil State which relate to the exercise of electoral rights, to civil and military services, etc., are considered public whatever be their dates.

Documents relating to foreign politics and the general administration of the State, of periods subsequent to 1867, are not open to the public. The year-limit is however sometimes extended to the year 1870. But the Minister may authorize examination of these later records, in the same way as he can refuse permission to consult the records prior to the year-limit in case he deems it expedient.

For the safe-guard of public peace etc., papers relating to criminal suits are not allowed to be consulted until they are 70 years old and the papers of administrative offices until they are 30 years old. Papers which are of a private character and which have been deposited among the public Archives cannot be consulted until they are 50 years old. The Minister concerned can relax this restriction under certain conditions.

The papers and registers of public institutions and of families voluntarily deposited in the State Archives cannot be consulted without the permission of the proprietors.

The notarial minutes stored in the State Archives which are of periods earlier than 1885 (the date of institution of the notarial Archives) are governed by the usual law.

The historical records preserved in the Archives of the Ministries of Foreign Affairs, War and Marine can be examined only under exceptional circumstances and then also with the special permission of the Minister concerned.

The provincial and municipal records within the above-mentioned limits can be consulted with the permission of the "Preside" or the "Podesta". In case of refusal of permission by those authorities an appeal can be made to the Prefect. The examination of registers of the Civil State is not ordinarily allowed. Exception may be made in the case of registers at least 100 years old.

Permission to consult records is granted free, but with a view to restricting indiscreet applications from persons other than scholars, the imposition of appropriate fees is under consideration.

Besides the regulations mentioned above, there are printed Rules which govern consultation of records. (Titles of the publications are given in the book.)

LATVIA.

On payment of certain remunerations and with the permission of the Director, interested persons are supplied with copies or extracts of documents stored in the State Archives. They are also supplied with information relative to these Archives. For purposes of scientific studies the State Archives are accessible with the permission of the Director.

LITHUANIA.

A regulation for the Central Archives is under preparation. The public can have access to the Central State Archives with special permission of the Minister of Public Instruction or of the University.

LUXEMBURG.

Everybody can consult historical documents preserved in the State Archives.

Administrative records can be consulted by those persons only who can prove their *bonâ fide* interest in them.

Researches are allowed and permission to consult the documents is granted on a written application stating the object. No fee is charged.

The Archives of the Historical Section of the Grand Ducal Institute are accessible. Permission for the study of the same is granted by the Secretary of the above-mentioned section.

PRINCIPALITY OF MONACO.

The public is not allowed access to the records except with the permission of the Prince. The permission is very liberally granted. Particular titles of the latest Princes are alone withheld.

NORWAY.

All the public Archives have research rooms which are open to the public on all days without any formalities. The Central and Provincial Archives comply with written requisitions.

NETHERLANDS.

There are laws and regulations relating to public Archives (that is to say, the Archives of the State, provinces, municipalities and " Waterschappen ") which declare open to the public the records which are stored in the above-mentioned Archives and admit of such restrictions only as were laid down at the time the records were deposited.

The Royal decree of 2nd September 1919 (as modified by the Royal decree of 18th February 1924) is a special regulation relating to the subject. For the publicity of the State Archives there is another special regulation (decree of 14th January 1920, No. 33, modified by that of 8th March 1929, No. 14).

As regards the Archives of the Reformed Church, Article 6 of the Regulation regarding Archives, enacted by the Syndicate General, permits examination of the records for scientific researches. By virtue of the convention between the Government and the Old Catholic Church, the records of

this latter Institution are equally subject to the Royal decree of 2nd September 1919. The Jewish Archives are (according to Article 5 of the Regulation of 26th June 1921) open for scientific researches to all persons of good reputation.

The Archives of the Royal Society of Genealogy and Heraldry are accessible only to the members of the Society. On the subject of accessibility to the Dutch Public Archives, the following is quoted from the official publication which deals with the matter (The general State Archives and their contents page 5):—

> " The documents preserved in the State Archives as also in the repositories of the provinces, municipalities and ' Waters-chappen ' are in general accessible to the public free of cost. Nevertheless, if one desires to have written information from the Archives or copies or photographs of any documents, he has to pay the prescribed fees. ' Information required for any scientific object is usually furnished gratuitously. At the time when the documents were deposited in the Records Offices, there might have been certain stipulations restricting their publicity. But after they become property of the State and are transferred to the State Archives, they must be rendered public as soon as they are 50 years old, whatever might have been the stipulations at the time they were deposited.
>
> Only the Records of the Queen's Cabinet cannot be consulted except with special permission of the Archivist General of the State Archives.
>
> No restriction can be imposed on the consultation of the Municipal Records up to 1813 and the Records of the " Waters-chappen " up to 1811. Documents of subsequent periods which have not been transferred to any Record Office, can be consulted only with the permission of the Keeper of such Records ".

POLAND.

The State Archives are, on principle, accessible only to scientific workers. Permission to consult the records, is granted by the Directors on request. Scientific researchers are exempted from payment of any fees.

Persons who search documents bearing on their rights have to pay two fees: one, along with the application which

is to be addressed to the Director of Archives, and the other for each volume which is supplied to them. Those who search genealogical documents pay double fees.

Archivists are bound to supply information regarding the records which one intends to study. Catalogues are accessible to those who know how to utilize them.

The most important rules concerning the public are published in the Official Journal of the Minister of Public Instruction and Worship (Nos. 11-204 of 1928) under the heading: Regulations regarding the Archives—Examination of the State Archives, 16th May 1928.

Besides, the Director of Archives is authorised to give gratuitous scientific help to a scholar not living in the town, up to a limit of two days' work of the Archivist.

The records of the last 50 years are not accessible except with the special permission of the Minister of Public Instruction. Older records are accessible, subject to any special restrictions imposed by the authorities who have deposited them.

PORTUGAL.

There are printed rules regarding the use of records by the public.

RUMANIA.

All public Archives can be consulted with the previous permission of the different heads of institutions. The permission is easily obtainable.

The State Archives alone have printed rules.

UNITED KINGDOM.

England.

All judicial documents preserved in the Public Record Office are accessible to the public (those subsequent to 1800, being subject to a consultation fee). Access to the Archives of various Administrations is regulated by the Administrations themselves (permission is granted to consult, in general,

those documents which are of dates prior to 1885). A copy of the printed rules is supplied to persons desiring to consult the documents for purpose of study.

Some of the public Administrations, whose records have not been deposited in the Public Record Office, allow access to their Archives for scientific researches (for example, the India Office, the Office of the Clerk of the Parliaments, and the Principal Probate Registry at Somerset House so far as ancient documents are concerned); and some others allow their records to be consulted on payment of a fee (for example, the Board of Agriculture, the Principal Probate Registry in regard to modern documents, and the Registrar General's Office).

The conditions of access to local and private Archives vary almost infinitely. An important report on this subject has been published by the Institute of Historical Research (Special Supplement, No. 1, 1932) with regard to the Archives of the District Probate Offices, the Counties, the Boroughs, the Dioceses, the Cathedrals and the Archdeaconries of England. This Report contains a summary of the replies received from a large number of county Administrations, Municipalities, Archdeaconries, etc., to a questionnaire relative to facilities in respect of access and work offered to scholars, to the consultation fees charged, to the existence of repartories and catalogues and to the facilities offered for taking copies and photographs of documents. The same Institute has now issued an analogous questionnaire to the colleges, schools, universities and to other semi-public institutions as well as to Records Offices and local societies: the result of this new inquiry will be published in due course.

Scotland.

All documents preserved in the Register House, with a few exceptions, are accessible to the public on payment of a fee. Scholars can consult, for the purpose of literary or historical research, all documents which are at least one hundred years old, without payment of any fee. The conditions of access to the local and private Archives vary, but the Judicial Archives under the keeping of the Sheriff Clerks and the Town Clerks are always accessible to the public on payment of a fee.

CHANNEL ISLANDS.

The Archives of Guernesey.—The public can freely consult the records and can have photographs of papers prepared. The Registrar can issue certified copies of the documents asked for, with the permission of the Royal Court. There are no printed rules.

The Archives of Jersey.—All documents are accessible to the public on payment of certain fee. Most of these fees have been fixed by legislation and are indicated in the printed Index (a catalogue of the principal decisions of the Royal Court); and some of them have been fixed by competent authorities. Certified copies of documents can be had on payment of usual fees.

SWEDEN.

Within the bounds of the restrictions imposed by law upon the liberty of the Press, all Swedish subjects have, on principle, the right to consult the official documents preserved in the Archives.

Foreigners are required to apply, in writing, for permission to consult the Records of the State Archives, and to state the object of their research. Decision on the application rests with the Conservator-in-Chief of the State Archives, unless it is thought necessary to make any reference to the Royal authority. In the case of regional Archives the grant of permission to consult the records primarily rests with the regional conservator; but in doubtful cases he has to refer the matter to the Conservator-in-Chief and await his decision.

There are printed regulations relating to the accessibility and examination of Records. These were promulgated on 15th September 1926.

SWITZERLAND.

There is no formality to be observed in connection with historical researches among the Swiss Public Archives. The foreigners have merely to submit a document in regard to their identity. In the Federal Archives, District Archives

and the most important of the Municipal Archives, documents can be consulted in the Reading Rooms which are regularly kept open from 8 A.M. till noon and again from 2 to 6 P.M. in the evening.

The examination of documents may be subject to certain restrictions. For the Federal Archives there are regulations. In the Cantonal or District Archives, where there are hardly any precise rules in force, most of the cases are left to the decision of the Archivists.

CZECHOSLOVAKIA.

Special rules regulate access of the public to the Archives. Moreover the duration of the access is also limited. The Archives are accessible for scientific researches for which no fee is payable. Searches of any other nature are subject to payment of certain fees. There are no printed rules on the subject excepting the provisions contained in the Government regulations concerning the rights reserved for the official Records.

TURKEY.

Turkish citizens and foreigners who wish to make researches among the State Archives for a definite purpose, have to apply in writing (the former, direct and the latter, through the Minister of Foreign Affairs) to the President of the Council. Certain restrictions are imposed in regard to grant of copies of the foreign Office Records. There exist no regulations on this subject.

THE UNION OF SOCIALIST SOVIET REPUBLICS.

Specialists wishing to consult the Records deposited in the Central Archives or any other Records Institutions have to apply to the Councils of Archivists charged with the duty of helping these specialists in their researches. Some of the Records have printed inventories which are placed at the disposal of the researchers. Manuscript inventories may be supplied to the researchers in particular cases, with the consent of the Director of Archives under whose charge they are.

CITY OF VATICAN.

All documents are at the disposal of scholars and researchers who are admitted in conformity to the regulations (see Annexe III, on pages 384-6 " Extract from the Rules relating to the Vatican Archives ", Articles 80-89, 96-98 of the International Guide to Archives).

YUGOSLAVIA.

There are no printed rules relating to the examination of Records. A simple application addressed to the different Records Offices for administrative official verification is sufficient.

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